



Boundary Line Adjustments (Type I)

Handout #23 Revised 2/24/04

What is a Boundary Line Adjustment?

A boundary line adjustment (BLA) allows for the adjustment of lot lines as long as the adjustment conforms to zoning requirements of the primary zoning district. When one or more lots are proposed to be adjusted, but is smaller than what is permitted in the zone, the resulting adjustment must be accomplished in such a way that neither lot becomes smaller than the smallest lot before the adjustment.

Can I create new lots through this process?

State and County laws do not allow the creation of new lots through a boundary line adjustment. As a result, part of the review involves the determination that all of the lots being adjusted are existing legal lots of record.

What is the application and review process for a Boundary Line Adjustment?

The review and approval for a boundary line adjustment application is a Type I administrative decision, and includes a legal lot determination review.

Within 21 calendar days, staff will review submitted application materials to determine "Fully Complete" status. If this review determines that more information is needed to review the proposal, the applicant will receive a letter that includes a list of additional items required. Once this information is submitted, the application will be deemed "Fully Complete."

A decision on the BLA will be issued within 21 calendar days from the date the application submittal package is determined to be fully complete. For submittal requirements, see below.

What kind of public notice is provided for a BLA?

There is no public notice required for this type of review.

Can the decision be appealed?

The Planning Director's decision may be appealed to the County Hearings Examiner by the applicant or any person or group. An appellant must submit an appeal application and **\$1,070** fee within 14 calendar days after the written notice of the decision is mailed.

Note: This handout is not a substitute for county code. For more detailed information, please refer to Clark County Code (CCC) 40.540.010; Revised Code of Washington (RCW) 58.17.040(6).

**Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA. 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**

**Department of Community Development
Battle Ground Satellite Office
701 East Main Street
Battle Ground, WA 98604
Phone: (360) 687-7126**

DEVELOPMENT REVIEW BOUNDARY LINE ADJUSTMENTS SUBMITTAL REQUIREMENTS

The following checklist identifies information to be included with the Application. All items with a bold underlined space (i.e.,) must be submitted before the application will be considered “**Counter Complete**.” All items with a box to the left must be submitted before the application will be determined “**Fully Complete**.” All bulleted items must be submitted, as applicable, but are not a “Fully Complete” requirement.

At the time of application, only **one copy of the main submittal** with original signatures **shall be submitted and bound by a jumbo clip or rubber band.**

1. **APPLICATION FORM** - The application form shall be completed and original signed in ink by the applicant.

2. **APPLICATION FEE** - The requisite fee for review shall accompany the application. The check is to be made payable to "Clark County Community Development".

3. **SALES HISTORY** – A sales history of each parcel since **1969** must be submitted, and shall include the following:

- ☐ Copies of all deeds or real estate contracts showing previous owners or division for the original parcel;
- ☐ Prior segregation requests;
- ☐ Prior recorded surveys, and;
- ☐ Other information demonstrating compliance with the approval criteria.

4. **SITE PLAN SHOWING CURRENT CONDITIONS:**

- ☐ Applicant's and contact person's name, mailing address and phone number;
- ☐ Owner's name and mailing address;
- ☐ Layout and dimensions of parcels drawn to scale (minimum 8.5 x 11);
- ☐ North arrow (oriented to the top, left or right of page) scale and date;
- ☐ Area of existing sites in acres or square feet;
- ☐ Location of all existing buildings/structures, septic tanks & drainfields, wells, electric lines, gas lines, water lines, sewer lines & similar utilities on site and their distance in feet from all property lines;
- ☐ Public or private roads & their dimensions & location.
- ☐ Private road & utility easements & their dimensions & location.

5. **SITE PLAN SHOWING PROPOSED CONDITIONS:**

- ☐ Layout and dimensions of adjusted parcels drawn to scale (minimum 8.5 x 11);
- ☐ North arrow (oriented to the top, left or right of page) scale and date;
- ☐ Area of adjusted sites in acres or square feet;
- ☐ Location of all existing buildings/structures, septic tanks & drainfields, wells, electric lines, gas lines, water lines, sewer lines & similar utilities on site and their distance in feet from all property lines;
- ☐ Public or private roads & their dimensions & location.
- ☐ Private road & utility easements & their dimensions & location.

6. **SUBMITTAL COPIES:**

 One copy of the main submittal, bound by a jumbo clip or rubber band, including original signatures.

Staff Notes:

1. _____
2. _____
3. _____
4. _____

This application was determined to be Counter Complete on:

 / /

Community Development Specialist:

TYPE I

Boundary Line Adjustments

PERMIT FEES

Basic fee

\$ 187 + \$34 /lot over 2 lots

Legal Lot Determination

\$511 + \$187/lot over 2 lots

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:		Address:
E-mail Address:		Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet):		Address:
E-mail Address:		Phone and Fax:
CONTACT PERSON NAME (list if not same as APPLICANT):		Address:
E-mail Address:		Phone and Fax:
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (___ Infill)
- ☐ Subdivision (___ Infill)

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change

DEVELOPMENT REVIEW APPLICATION FORM

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DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:		Address:
E-mail Address:		Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet):		Address:
E-mail Address:		Phone and Fax:
CONTACT PERSON NAME (list if not same as APPLICANT):		Address:
E-mail Address:		Phone and Fax:
PROJECT SITE INFORMATION: Site Address:		Comp Plan Designation:
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
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